

Town of Lunenburg

Personnel Committee:
Scott Chase, Vice-Chairman
Lin Vickery, Secretary
Deb Christen, Member
Nancy Forest, Member



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Minutes April 7, 2016

Meeting Posted: Yes
Location: Lunenburg Library, Massachusetts Ave., Lunenburg, MA
Present: Lin Vickery, Scott Chase, Nancy Forest, Deb Christen, and Kerry LaFleur
Absent:

Scott Chase, Committee Vice-Chair, called meeting to order at 6:33 p.m.

Ongoing/Current Business

1. Personnel Action Forms
 - a. No forms were presented for approval
2. Review of SAP job descriptions
 - a. Scott asked to schedule a 3 hour meeting on a Saturday. We scheduled a meeting on April 23, 2016 from 1-4 at the Town Hall.
 - b. Each of us is taking 5-6 job descriptions. For our next meeting our intent is to map the Lunenburg job titles and salaries with like jobs from other towns.
3. Review compensation data and analysis
 - a. Scott will build a standardized compensation template and send it out to everyone before our April 23rd meeting.
 - b. We will also verify that each job is compliant with the FLSA.
4. Discuss DPW Director grad in comparison with market analysis data. This job will be included in our discussion on April 23rd.

Other Business

1. No other business

Deb motioned to adjourn, Lin seconded, and all were in favor. Meeting adjourned at 7:00 p.m.

Minutes respectfully submitted on April 7, 2016, by Lin Vickery